



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **88028-13**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Instructional Services Div. of Secondary Vocational Instruction JTPA Unit - 1762 Twin Towers-East Atlanta, GA 30334	Application Number	89-028
Application Number		Date Received OCT 28 1988	Date Completed MAY 22 1989
2. Person to Contact Carl E. McLeskey		Working Title Coordinator, JTPA Programs	
		Telephone Number 656-2521	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 7/1/83      To Date		5. Records Series Title (followed by title used in office, if different) JTPA Section 123 Activity Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The JTPA Unit (Job Training Partnership Act) of the Division of Secondary Vocational Instruction administers Section 123 of JTPA. Section 123 of JTPA allows 8% of the JTPA Title II funds received by the State to be used to provide coordination between the Department of Education, JTPA Service Delivery Areas (SDAs) and local educational agencies; and to fund projects providing training to JTPA eligible participants. The JTPA Unit, through Cooperative Agreements with each SDA issues, RFP's, approves projects, monitors projects, processes requisitions for reimbursement, and coordinates activities with the Job Training Division, GDOL, and JTPA SDAs.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: JTPA Section 123 Activities for each Program Year*  Included are: Monitoring Reports Project Files Amendments Monthly Activity Reports Requisitions for Reimbursement Correspondence (Approval, Monitoring, Corrective Action, ect.)  File is arranged: By SDA Number/ By Program Year *Program Year is July 1 - June 30-Runs 1 yr. behind State FY. (PY 83 = FY 84).			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>250</u> ; Seven to twelve months old <u>125</u> ; Thirteen to twenty-four months old <u>50</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>10 cu. ft.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |                |                                   |                |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law             | _____ years.   | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years.   | e. Administrative need            | _____ years.   |
| c. Federal law           | 3 _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register. Vol. 48, No. 51/Tuesday 3/15/83 - page 11082 - Sec. 629.35(e). (Attached)  
Records are required to verify compliance with Section 123, JTPA and State Plan.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Program Year \_\_\_\_\_ then,  
(July 1 - June 30)\*

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold \_\_\_\_\_ 3 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\*Unless any litigation or audit is begun or a claim is instituted involving the grant.  
At which case records would need to be held until final resolution is complete and then destroyed.

87-8-12 37 103

These instructions apply to all prior and future accumulations of the series.

\*JTPA Program Year lags 1 yr behind State Fiscal Year. (Program Yr. 1983 = Fiscal Year 1984.)

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Luma</i>	10/27/88	<i>Tickie Baker</i>	10/25/88
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
89-028		Date	
State Auditor/Designee	Copy was signed instead of		
Secretary of State/Designee	the Original; See attached		
Attorney General/Designee	Copy with signatures, PB 5/24/89		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>4 Y.R.</u> years.
c. Federal law	<u>3</u> years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Register. Vol. 48, No. 51/Tuesday 3/15/83 - page 11082 - Sec. 629.35(e). (Attached)

Records are required to verify compliance with Section 123, JTPA and State Plan.

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☐ Calendar Year; ☐ Fiscal Year; ☒ Other Program Year then,  
(July 1 - June 30)\*

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\*Unless any litigation or audit is begun or a claim is instituted involving the grant.  
At which case records would need to be held until final resolution is complete and then destroyed.

These instructions apply to all prior and future accumulations of the series.

\*JTPA Program Year lags 1 yr behind State Fiscal Year. (Program Yr. 1983 = Fiscal Year 1984.)

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Billy E. Turner</u>	<u>10/27/88</u>	<u>Tickie Baker</u>	<u>10/25/88</u>
881028-13		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
89-028		<u>Edward W. Wells</u>	<u>5-22-89</u>
		Secretary of State/Designee	Date
		<u>Edward W. Wells</u>	<u>5/16/89</u>
		Governor/Designee	Date
		<u>W. H. Roper</u>	<u>5/17/89</u>
		Attorney General/Designee	

RETENTION SCHEDULES TRANSFERRED FROM DEPT. OF EDUCATION (0414)  
TO THE DEPT. OF TECHNICAL AND ADULT EDUCATION;  
ON NOTIFICATION OF RUBY C. SHERRILL, DTAE (SEE ATTACHED LETTER & NAMES ENTRY)

0415-000

81-0014 M Vocational Organizations Affiliation Files  
C 960425 SA C  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = CY

Review folder and destroy all material 3 years or older  
Note\* Earlier Destruction authorized

0415-000

81-0015 M Vocational Organization General Administrative Files  
C 960425 SA C  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = FY

Hold in CFA 1 year  
Transfer to Archives  
For continuing retention

0415-000

81-0016 M Vocational Organization Financial Files  
C 960425 SA C  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = FY

Hold in CFA 1 year  
Transfer to SRC  
Hold 4 years  
Destroy

0415-000

81-0043 M Related Coordinators  
C 960425 SA I  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

0415-000

81-0168 M Business Education School  
C 960425 SA I  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

RETENTION SCHEDULES TRANSFERRED FROM DEPT. OF EDUCATION (0414)  
TO THE DEPT. OF TECHNICAL AND ADULT EDUCATION;  
ON NOTIFICATION OF RUBY C. SHERRILL, DTAE (SEE ATTACHED LETTER & NAMES ENTRY)

0415-000  
81-0255 M Administrative Subject  
C 960425 SA I  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = FY  
Hold in CFA 1 year  
Transfer to SRC  
Hold 2 years  
Destroy

0415-000  
81-0256 M School System  
C 960425 SA I  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

CO = FY  
Hold in CFA 1 year  
Transfer to SRC  
Hold 2 years  
Destroy

0415-000  
81-0325 M Trade and Industrial Education School System File  
C 960425 SA I  
4/25/96 Tran. from 0414(DOE) to 0415(DTAE)

0415-000  
89-0026 M JTPA Unit Administrative Files  
C 960425 SA I  
4/25/96 Trans. from 04140(DOE) to 0415(DTAE)

0415-000  
89-0027 M SDA Cooperative Agreement/RFP(Request for Proposal) Files  
C 960425 SA I  
4/25/96 Trans. from 0414(DOE) to 0415(DTAE)

0415-000  
89-0028 M JTPA Section 123 Activity Files  
C 960425 SA I  
4/25/96 Trans. from 0414(DOE) to 0415(DTAE)

Entered by: Charles D. Balm Jr Approved by: Edith Sherrill

Date: Nov. 18, 1996

Nov. 18, 1996  
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Secretary of State  
Department of Archives and History  
330 Capitol Avenue, S.E.  
Atlanta, Georgia 30334

Lewis A. Massey  
SECRETARY OF STATE  
(404) 656-2881

— Edward Weldon  
DIRECTOR  
(404) 656-2358  
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FAX (404) 657-8427

April 25, 1996

Ruby C. Sherrill  
Office of Technical Education  
Department of Technical and Adult Education  
1800 Century Place, Suite 400  
Atlanta, GA 30345-4304

Dear Ms. Sherrill:

Thanks for the JTPA information you shared with me this morning.

Enclosed are copies of the JTPA retention schedules from Department of Education:

Schedule #89-026 - JTPA Unit Administrative Files, 1983 and [ongoing];  
Schedule #89-027 - SDA Cooperative Agreement RFP Files, 1983 and [ongoing].  
Schedule #89-028 - JTPA Section 123 Activity Files, 1983 and [ongoing].

We will update our records to transfer these to the jurisdiction of the Department of Technical and Adult Education. We will also begin a review to see if there are other records series that should be transferred from Education to DT&AE.

We will begin development of a common retention schedule for the local school systems' JTPA records when we receive the Department of Labor manual. We probably will be calling you again for clarification and additional information.

Again, thanks. Call us if we can be of assistance.

Sincerely,

Peter E. Schinkel  
Head, Schedule Section  
404 656-2373 FAX 404 656-2949  
<petes@archives.sos.state.ga.us>

Enclosures

cc: Andrew S. Taylor, Assistant Director

C:\A1\0415-96.LTR

LNAME Sherrill  
SALUT Ms.  
TITLE

FNAME\_MI Ruby C.  
AUTH RA  
RECNO 2207

PHNO 404 679-1678 EXT  
FAXNO 404 679-1675 EMAIL  
CONFID ORG

AGENPREFIX Department of  
AGENDESC Technical and Adult Education  
DIVISION Office of Technical Education  
PO\_BLDG 1800 Century Place, Suite 400  
STREET  
CITY Atlanta  
ZIP 30345-4304  
COUNTY Fulton

ACRONYM DTAE  
AGCODE 0415  
DIVCODE

STATE GA  
DELIVERY M  
INST SA

TRANDATE 04/25/96

INIT PES

NOTE 4-25-96: She coordinates JTPA for local schools. She will send us the GDoL Manual which sets 3 year after grant period requirement. She thinks a common for local schools is a good idea.

Told her we would transfer 89-026,027,028 to DTAE; would do same for any others if we knew which they were.